November 7, 2005

MEMORANDUM

TO   :   Impact Aid Program Applicants
                   State Representatives for Impact Aid
                   Others Interested in the Impact Aid Program

FROM   :   Catherine Schagh, Director
                   Impact Aid Program

SUBJECT :   Fiscal Year (FY) 2007 Impact Aid Applications Due **January 31, 2006** -
                   Memorandum #2006-01

Impact Aid electronic applications are now open for you at http://e-grants.ed.gov. The
e-Applications are easy to use and will help eliminate errors and reduce time spent preparing the
application. Please see the enclosed pages for introductory information on this system.

We urge you to start working with your *e*-Application(s) well before the deadline.   This year,
we will accept **signature pages by fax**. We must have both the *e*-Application and signature
pages by January 31 to consider your application complete and timely. Keep in mind that we
have 1,600 applicants. Our fax machine and *e*-Applications will be very busy as the deadline
approaches. Don't wait until the last minute to submit and fax the signature pages. Each year,
some applicants submit late after waiting too long to begin the process, incurring the 10 percent
penalty. Don't let this happen to you.

Register with your Impact Aid Number

Most applicants used *e*-Application last year. If you prepared last year's application, you
already have an *e*-Application user ID that is associated with your school district's Impact Aid
number. If you have forgotten your user ID or password, check the *e*-Application log-on screen
for instructions to help you.

If you have not previously used *e*-Application, you need to register to get an *e*-Application
user-ID and password. Do this right away, even if you are not ready to start working with your
application. Click the "Register" button on the *e*-Application log-on screen. When you register,
enter your Impact Aid number in your user profile. Do not miss this step: this tells e-Application
to populate your forms with the property and identifying data included in your school district's
application from last year. You can find your school district's Impact Aid number on the address
label on the envelope this memo came in or on any payment voucher you have received from us.
When you enter your Impact Aid number, enter the first two digits and the last four digits, with

no break or hyphen between. For example, enter Impact Aid number <u>10</u>-AL-2007-<u>1234</u> as <u>101234</u>.

8002 Applicants

Please work with your local tax assessor on the preparation of Table 1. You should share a copy of last year's Table 1 and the application instructions with the person in the assessor's office who will be helping you. You can give that person electronic access to your *e*-Application through the User Privileges link. If the information populated by the system on your Table 1 is different from your FY 2006 submission, this means that we have corrected it based on data in our files. Please contact our office if you have questions about this table.

8003 Applicants using Table 9

We have improved Table 9 in this year's *e*-Application. Now it accepts housing addresses associated with more than one military installation for each application, and it displays the housing addresses that you claimed on your application last year. If you claimed addresses last year on Table 9, you should see that information displayed, and you can accept or reject it line-by-line. You also can add other housing addresses and military installations. We hope this will encourage you to submit Table 9 electronically.

Submit by 4:30 p.m. Washington, D.C. time, January 31

The Impact Aid *e*-Application system will close at 4:30 p.m. on January 31, and you will not be able to submit a timely application after that hour. In addition to submitting electronically, you must mail or fax the signed pages by January 31 to be timely. Please follow these steps:

1. **When your application is complete and approved, click the SUBMIT button at the bottom of the screen to begin the submission process.   Pay close attention to the messages and read the entire screen.**
2. Following successful submission, an on-screen message will confirm that you have submitted your application. You will also receive an e-mail message shortly thereafter with another confirmation message. **Print and keep both** of these messages as proof of timely electronic submission.
3. If your electronic submission fails, you will see an on-screen message with instructions. This can happen, for example, if you do not complete one or more of the required forms before clicking the SUBMIT button. You must correct any problems and click the SUBMIT button again to successfully submit your application.
4. Set your printer to "landscape".
5. Use the "forms" function and **print and sign the cover and assurances pages** of your application. Your authorized representative must sign these forms.
6. If you completed the optional Tables 9 and 11 of the 8003 application or Table 1 of the 8002 application, print and have them signed by the appropriate individuals. You can

> print these forms as soon as they are completed to have them signed in advance of the submission process.
> 7. **Fax or mail all signature pages to us on or before January 31, 2006**.   All of the required pieces of the application must be received by fax or postmarked by January 31, 2006, to be considered timely. Keep your fax confirmation!
> 8. **If you claim children residing on Indian lands, you must submit Indian Policies and Procedures by mail**.
> 9. Keep a copy of the entire application for your records, as well as the back-up data that you used to prepare your application.
> 10. Mail a copy of the application to your State representative using the SEA transmittal form enclosed with this memo.

If the *e*-Application system closes before you submit, you can still meet the deadline by printing the completed forms and mailing the entire paper application with a U.S. Postal Service postmark or other documented mailing date (e.g., FedEx, UPS, etc.) on January 31. Your package must have a USPS postmark date or commercial carrier receipt date of January 31. You cannot deposit a package for mailing after the facility has closed for the day and still meet the deadline.

The *e*-Application system will reopen on February 1 for late applications and amendments. Once you submit an *e*-Application, you may amend it until September 30, 2006.

Return Mailing Labels and FAX Cover Sheet

The enclosed mailing label is printed with our address for you to use in sending your signature pages (or the entire application) to us. The blue-bordered mailing label is for your use with the Section 8003 application. The green-bordered label is for the Section 8002 application. Use a mailing service that will provide you with a receipt (USPS Certified Mail, FedEx, UPS, etc.) to document your mailing date. A private postage meter receipt is not acceptable documentation of a mailing date.

If you submit by fax, please use the enclosed fax cover sheet. Plan to send your fax well before the January 31 deadline to avoid busy phone lines. Keep your fax confirmation sheet to prove timely submission.

How to Get Help

Call the toll-free customer service hotline at 888-336-8930 (TTY 866-697-2696) if you encounter difficulties working with the electronic application or need technical assistance. If you have questions about the content of your Impact Aid application, however, you should call us here at the Impact Aid Program at 202-260-3858 or e-mail Impact.Aid@ed.gov.

Late Applications

We can accept complete applications within 60 days after the application deadline, but payments based on late applications submitted electronically or postmarked within that 60-day window will be reduced by 10 percent. An application cannot be considered complete and timely if it does not contain all of the required pages, including, for the 8003 application, at least one table reporting federally connected children for whom the applicant is responsible for providing educational services. Complete applications for sections 8002 and 8003 must include all signature pages as well as appropriate tables.

Paper Applications

If you cannot complete the e-Application, contact our office (202-260-3858) to request a pre-printed paper application. Blank application forms and general information about Impact Aid are also available on the web at http://www.ed.gov/programs/8002/applicant.html and http://www.ed.gov/programs/8003/applicant.html.

Enclosures:
e-Application Information
Return Address Label(s)
FAX cover sheet
SEA Transmittal Form
Impact Aid Program Staff List